

**CARSHALTON BY THE BAY  
HANDBOOK OF  
ARCHITECTURAL GUIDELINES  
2017**





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Carshalton by the Bay Homeowners Association, Inc  
P.O. Box 1406, Lyman, SC 29365

## **Change Page**

9 June 2018 - Appendix D. Require construction debris dumpster be located on the property (not the street) per Spartanburg County regulations.

13 July 2018 - VEHICLE STORAGE. Clarify that storage of RV's behind a fence must be not viewable from the road.

13 July 2018 - Appendix A - ACC Submittal Form. Add paragraph for security deposit, property owner signature, and builder signature.

12 January 2019 - General Guidelines and Standards. Add provision when building on a lot that was created by combining two adjacent lots, then at least 25% of the building must reside on each of the lots.

20 Feb 2019 - Add \$50 fee for placement and removal of liens (in addition to underlying debt) to Appendix C fine/fee schedule. Add \$50/event fine for failure to mow an undeveloped lot on schedule (in addition to off schedule mowing charge) to Appendix C fine/fee schedule

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## INTRODUCTION

The recorded Carshalton by the Bay Declarations of Covenants, Conditions and Restrictions (CC&R's) contain certain architectural standards and guidelines with which all property owners and homeowners, hereinafter referred to as HOA members are expected to comply. The Carshalton by the Bay Homeowners Association has adopted additional standards and guidelines not specifically referenced in the CC&R's. This handbook pertains to the architectural standards and guidelines referenced in the CC&R's as well as those adopted by the Carshalton by the Bay Homeowners Association (HOA) as referenced in the current By-Laws. This handbook is intended to provide helpful information to HOA members with respect to new construction, existing structure modifications, property maintenance, landscaping, and other property enhancements. It also contains basic information on standards enforcement, the project approval process, and

resolving architecturally related disputes. This handbook is intended primarily for informational purposes only and does not purport to cover every architecturally related situation that may arise. The information contained herein may be amended at any time if deemed appropriate by the Carshalton by the Bay HOA Board of Directors.

## **ARCHITECTURAL CONTROL COMMITTEE**

As mandated by the Carshalton by the Bay By-Laws and the recorded Declarations of Covenants, Conditions and Restrictions, an Architectural Control Committee has been established by the HOA. While the exact duties of the Architectural Committee are enumerated in the By-Laws, its primary responsibilities are to assist HOA members with any architectural issues which might arise, review proposed projects to ensure compliance with established architectural standards and guidelines, and generally help preserve and enhance the Carshalton community and its real estate values. Homeowners and property owners must notify the Architectural Control Committee and submit an Architectural Review Application in advance of starting any project requiring review and written approval by the Architectural Control Committee. Failure to do so may result in fines being imposed by the Board of Directors. The standards contained in this handbook and the applicable requirements contained in the CC&R's will serve as the guidelines to be followed by the Architectural Control Committee when reviewing submitted applications for new construction projects, landscaping or other property improvement projects requiring advance approval. As a general rule, any exterior construction, existing structure modification or landscaping project requires advance approval unless specifically stated in this handbook that approval is not required. A list containing the names and telephone numbers of current Architectural Control Committee members is included at the end of this handbook.

## **ARCHITECTURAL STANDARDS AND GUIDELINES**

HOA members are advised that the Carshalton by the Bay Declaration of Covenants, Conditions and Restrictions (CC&R's) and By-Laws run with the title or deed of each property in Carshalton By The Bay. It should be noted that in some cases the provisions contained in these documents might be more stringent than the codes mandated for this area by Spartanburg County or any other municipal government entity. The guidelines contained in the CC&R's and those adopted by the Carshalton HOA are intended to be, and always will be, for the protection of the rights of each HOA member in the Carshalton community. Project approvals, when required, serve to protect the rights of the HOA member and the neighborhood in general. They also help avoid potential legal complications from neighbor disputes over proposed construction and/or modifications. Avoiding or ignoring compliance with applicable standards and guidelines may result in costly delays and complications.

The Board of Directors and the Architectural Control Committee are aware that situations may arise which may not be specifically addressed in this handbook. In such cases HOA members are advised to contact the Architectural Control Committee for guidance. In the event a proposed project does not comply in whole or in part with one or more of the architectural standards or guidelines currently in effect, Article V, Section 2, Paragraph C of the CC&R's provides that HOA members may request a waiver from the Architectural Control Committee. Waivers may be authorized so long as the proposed project does not negatively impact adjoining properties or the Carshalton community as a whole.

## **NEW CONSTRUCTION**

Articles VII and VIII of the CC&R's contain specific guidelines and information pertaining to new construction within the Carshalton community. HOA members contemplating the construction of a new dwelling or other permitted structures are advised to familiarize themselves with the applicable guidelines contained therein prior to submitting the required Architectural Review Application or beginning any construction project. See Appendix A listing suggested design features for Carshalton homes. Among the specific items covered in Articles VII and VIII are:

- Antennae
- Building Requirements
- Construction Completion Requirements
- Delivery Receptacles and Property Identification Markers
- Docks
- Driveways and Entrance to Garage
- Model Homes
- Outbuilding and Similar Structures
- Setbacks, Building Lines and Easements (see Article VIII)
- Street Intersection View Obstructions
- Swimming Pools
- Terraces, Eaves and Detached Garages
- Underground

## **ARCHITECTURAL DESIGN**

Designs for new homes, modifications and/or additions should be in keeping with the developer's "European Cottage" concept for the Carshalton community and be compatible with existing dwellings in design, materials, and color. See Appendix A for successful examples of the style. Dwellings may not be more than two (2) stories above ground. Walkouts are permitted on lots with lake frontage. Garages should a minimum 20' X 20' for a standard two (2) car size.

### **BUILDING MATERIALS:**

House and garage foundations should be concrete block or poured concrete. Block foundation should be faced with brick, stone, or stucco colored to match or compliment the house colors. Exterior surfaces of house and garage shall contain cement fiber/hardboard siding. Approximately 20% or more of the street elevation of the house and garage should be faced with brick, stone or cultured/textured stone. Driveways should be constructed of concrete, brick, stone pavers, or a combination thereof. Asphalt driveways are not permitted. Walkways should be constructed of concrete or other suitable material such as brick, solid stone, or slate.

### **CONSTRUCTION REQUIREMENTS:**

All applicable building permits must be obtained prior to the start of any new construction. Any necessary grading and/or excavation shall be done so as to lessen the possibility of erosion of

adjacent properties or Common Areas due to improper drainage. No unused construction materials or construction debris may be deposited or discarded onto any other property or Common Areas within the Carshalton community. The lot owner shall be held responsible for any damage to properties or Common Areas caused during the construction process as well as for the removal of improperly discarded construction materials. A construction dumpster is required to be placed on and used for the property under construction. Construction sites should be kept clean and free of debris and litter. Dumpsters are required to be emptied or replaced with an empty dumpster before they are overflowing with debris.

## GENERAL GUIDELINES AND STANDARDS

Articles V, VI, VII and VIII of the CC&R's contain specific guidelines and information pertaining to the architectural elements affecting new construction, existing structures and the Carshalton community in general. HOA members are again encouraged to familiarize themselves with, and follow the guidelines contained in the CC&R's so as to avoid inadvertent non-compliance with the stated guidelines and standards. The specific items covered in these articles include:

- Improvements – Requirement for approval by Architectural Control Committee
- Disposition of approved plans and specifications
- Excusing compliance with architectural requirements
- Indemnification of Architectural Control Committee
- Exterior maintenance requirements
- Property use restrictions and subdividing of lots
- Walls and fences
- Terraces, eaves and detached garages
- Obstruction to view at street intersections
- Delivery receptacles and property identifications markers
- Use restrictions for outbuildings and similar structures
- Livestock and pets
- Offensive activities
- Signage restrictions
- Aesthetics, nature growth, screening and underground utility service
- Trailers, trucks, buses, boats and boat trailers
- Garbage and refuse disposal
- Lot elevation restrictions
- Property maintenance requirements
- Firearm and weapon discharge
- Usage of Lake Lyman
- Restrictions on use of easements

The following guidelines, while not specifically addressed in the CC&R's, have been adopted by the Homeowners Association for the benefit of the entire Carshalton community:

When two lots, as defined in the CCR's Article I section 8, after having been approved by the HOA Board to be combined to form one Building lot, the setbacks between the two lots will refer to Article VII section 4 for easements. The dwelling being erected will be built so it has at least 25% of said dwelling erected to encompass both lots. All other Architectural Control Committee rules and guidelines shall be used and enforced as though this is a single lot.

**ATTIC VENTILATORS:** Attic ventilators and turbines should be mounted in the least visible location whenever possible and should not protrude more than twelve (12) inches above the roof surface. Ventilators and turbines should be painted to be compatible with roof or house colors. Placing any type of cover on the exterior of the ventilator or turbine to block airflow is not permitted.

**AWNINGS:** Awnings, whether stationary or retractable, should be of a suitable material such as wood or umbrella cloth and mounted with framing constructed of a suitable material such as wood or aluminum. The color of the awning and frame should be of a solid color compatible with the color of the structure on which the awning is mounted. Awnings are not permitted on the front of homes.

**COMMON AREAS:** Homeowners are not allowed to place or remove any plant or tree, place any structure upon or otherwise alter any common area or right of way maintained by the Carshalton HOA. The pavilion, park and recreation area is maintained by the HOA for the enjoyment of all Carshalton residents. Residents may not reserve this area for private use without the express, written consent of the designated Carshalton HOA Board member. Please refer to the Common Area Rules and Regulations.

**DECKS:** Decks should be located to the rear of the house. If the backyard is fenced the deck may extend beyond the width of the house to within three (3) feet of the fence line. Decks should be of a suitable material such as a simulated wood product, cedar, redwood or pressure treated lumber. The style and color of the deck should be compatible with the structure to which it is attached. Privacy screening such as wooden lattice and arbors may be attached to or placed next to the deck. As a general rule, screening should not extend more than six (6) feet above the deck while arbors should not exceed ten (10) feet in length and height.

**DOCKS:** Construction and use of docks is governed by SJWD policies. Unless restricted by the CC&R's, owners of waterfront lots are advised to contact SJWD directly to determine if construction of a dock is permitted. Under no circumstances may a Carshalton lot owner have a dock installed with a permit having first been issued by SJWD.

**DOG HOUSES:** Dog houses should be located at the rear of the residence, placed at ground level, and be of a size suitable for its intended occupant.

**EXTERIOR AIR CONDITIONERS:** Air conditioning units (condensers) should be located so as to minimize noise impact to adjoining neighbors. The units may be screen with plants or other suitable screening such as lattice or decorative fencing of a color compatible with that of the residence. Individual air conditioning units extending from windows are prohibited.

**EXTERIOR COLORS:** Any structure may be repainted or re-sided in the same material and color scheme as the original without pre-approval. Changes to color schemes are permitted so long as the proposed colors are compatible with those of the surrounding residences and have been approved by the Architectural Control Committee.

**EXTERIOR DECORATIVE OBJECTS:** Decorative objects intended for permanent installation and display must be approved prior to installation. Removable exterior decorative objects of a temporary nature such as those displayed for seasonal holiday periods or other special occasions generally do not require pre-approval. In considering the appropriateness of any decorative item, permanent or temporary, the following guidelines must be considered:

**Location:** Objects should be placed so as not to pose a safety hazard to the resident or any other person. They should not intrude by sight, sound or smell upon adjoining homes or the neighborhood in general.

**Design and Color:** Objects should be of a design and color that does not clash with or detract from the overall appearance of the residence or the neighborhood in general.

**Materials:** Objects should be made of materials capable of withstanding outdoor weather conditions without deteriorating and becoming unsightly.

**Environmental Impact:** Objects should not have a negative impact upon the environment nor pose a hazard to wildlife in the area.

**Size, Scale and Number:** Objects should be of a size and scale appropriate to their location upon the property. Objects should not be so numerous as to present a cluttered or overwhelming appearance.

**Taste:** Objects should not contain language or images that are, by their nature, inflammatory, vulgar, or otherwise offensive to the community.

**EXTERIOR LIGHTING:** Exterior lighting is permitted for safety, security and architectural enhancement purposes. Security lights, including motion sensor lights should be mounted only on a house, garage or outbuilding and must be directed away from adjacent residences. Pole-mounted floodlights and/or yard lights are prohibited. "Malibu" style lighting, whether electric or solar powered, should be placed at ground level in appropriate locations. Colored light bulbs designed to repel insects should be installed only in fixtures located in the rear of the residence. Temporary lighting for holiday or other festive occasions does not require preapproval. Such lighting shall be operable for a limited amount of time, normally six (6) to eight (8) weeks.

**FENCES:** In addition to Article VII, Section 3 of the CC&R's, fencing must encompass all sides of the rear yard. Waterfront lots are not required to fence along the lake frontage and are subject to SJWD policies. Chain link and split rail fences are not permitted.

**FIREWOOD STORAGE:** Firewood should be kept neatly stacked in a pile that does not exceed six (6) feet in length and four (4) feet in height. Firewood should be stored to the rear of the dwelling. Firewood should not be stored directly on decks or patios except in limited quantities intended for immediate use.

**FLAGS AND FLAG POLES:** Freestanding flagpoles are prohibited. Flagpoles that attach to a structure at an angle may be installed without prior approval. A maximum of two (2) such flagpoles are allowed on a house to accommodate one (1) American flag and one (1) decorative flag. Flags should be no larger than three (3) feet by five (5) feet.

**GARDEN (VEGETABLE):** Vegetable gardens should be located toward the rear of the residence at least five (5) feet from the property line and should not take up more than one quarter of the rear yard area. Gardens should not be placed on a grade or slope that may allow water to flow



onto a neighboring property. Vegetable gardens meeting these conditions do not require pre-approval.

**GATES:** Gates should match perimeter fencing in material and color. No pre-approval is required for replacement of such gates with like kind.

**GAZEBOS:** Gazebos should be located to the rear of the residence at least five (5) feet from adjacent property lines. Gazebos should be open-sided and constructed of wood or other suitable material. If painted, colors should be compatible with those of the residence. While there are no formal size limitations, a gazebo should not be so large as to overwhelm the area in which it is located. A building permit must be obtained if applicable.

**GRILLS (PERMANENT):** Permanent grills should be installed at the rear of the residence and as far as practical from adjacent property lines. The location of permanent grills must comply with applicable municipal fire codes.

**GUTTERS AND DOWNSPOUTS:** Gutters and downspouts may be added or replaced without pre-approval so long as they match existing house colors.

**HOT TUBS/SPAS:** Hot tubs and spas should be located in the rear yard adjacent to the residence. They may be placed on a patio or incorporated as part of a deck system. The exterior finish of an elevated hot tub or spa should blend with the exterior finish of the residence, patio or deck to which it is attached or most closely related.

**HOUSE NUMBERS and DELIVERY RECEPTACLES:** House numbers attached to residences within the Carshalton community are regulated for reasons of security and public safety as well as compliance with aesthetic appearance and overall community standards. A recommended resource for delivery receptacles and house identification numbers is Mayfield signs, 1612 Poplar Drive ext., Greer, SC, (864) 877-3718.

**LANDSCAPING – GENERAL:** Landscaping around newly constructed residences should be compatible with existing landscaping within the community. For a newly constructed residence, the front yard and side yards, up to the rear corners of the home, should be covered with sod and foundation landscaping in place upon completion of construction. The foundation of the entry elevation and HVAC equipment should be screened with vertical plantings to the fullest extent possible. Rear yards should be seeded or covered with sod as soon as practical upon completion of construction. Lakefront lots must meet SWJD policies that require sod to be placed in rear yards adjacent to the lake. Re-landscaping or adding additional landscape items such as trees, shrubs and flowers around existing residences for aesthetic enhancement is permitted so long as certain guidelines, including those set forth in the CC&R's are adhered to. Dead trees may be removed from a property with board approval or arborist report. Approval is required prior to removing a tree for any other reason. Flower beds and other non-grass areas may be filled with any pre-approved material such as pine bark, dyed pine mulch, cedar mulch, finely ground hardwood chips, dark hardwood mulch or dark crushed brick without pre-approval. Water features such as fountains and fishponds require approval from Architectural Control committee. Landscaping and yard maintenance equipment should be stored out of sight when not in use.

**PATIOS:** Patios should generally be located in the rear of the residence but may extend to the side fence line of a fenced back yard. Side or wrap-around patios are permitted if the residence configuration and/or topography favor such placement as a better alternative. Patios should not adversely affect proper drainage. Patios should be constructed of a suitable material such as concrete, brick, slate, stone, or interlocking pavers. Any added fixed accessories such as raised planter boxes, bench seating, or wooden trim should be of a color compatible with the colors of the residence.

**RECREATIONAL EQUIPMENT:** Recreational items such as swing sets, play structures, and trampolines should be located to the rear of the residence and should not extend onto adjacent properties. Portable basketball goals may be placed on a driveway but must be positioned to ensure the play area remains strictly within the property lines. Play areas such as sand boxes or the area around swing sets or other play equipment may not extend past the property lines. Such areas should be of a size appropriate for their intended use. Tennis or volleyball courts are not permitted on any private property within the Carshalton community.

**REPAIR AND REPLACEMENT:** Owners are responsible for making repairs to the structures upon their property. No pre-approval is required to restore a structure to its original condition. Replacement of structural items such as roofing, windows, screens and doors with material or items of the same as the original may be done without pre-approval. Any repair or replacement that would result in a change from the original requires pre-approval.

**SATELLITE DISHES:** Satellite dishes should be no larger than three (3) feet in diameter. Dishes should be located in the least visible area consistent with optimum signal reception.

**SECURITY BARS:** While not prohibited, installation of security bars or grates over windows or doors is discouraged due to safety concerns.

**SIGNS:** One real estate sign of standard size advertising sale, lease or rental of a premises or lot may be placed in the center of the front yard of that property only. An additional sign, visible from the lake, may be erected in the rear of lakefront properties. Such signs should be removed as soon as practical after finalization of the sale, lease or rental transaction. One temporary political sign promoting a particular candidate or issue may be placed without requiring approval upon a property no sooner than thirty (30) days prior to an election and must be removed within seven (7) days following the election. Such signs should be of appropriate size and not be inflammatory in nature. Other signs such as community watch signs, small security warning signs, and yard sale signs may be posted without prior pre-approval. Yard sale signs must be removed within one (1) day following the sale. (See YARD SALES below for additional information.) No lighted signs or signs that are inflammatory, vulgar, or otherwise inappropriate in nature will be allowed on any property within the Carshalton community. No real estate, political or other signage shall be erected in any Common Area except those specifically referenced in the CC&R's.

**SKYLIGHTS:** Skylights should be installed so as to minimize exterior reflection from sunlight and interior lighting. Interior lighting should not be directed up into any skylight. Roof-mounted lighting directed down through a skylight is not permitted.

**SOLAR COLLECTORS:** Solar collectors should be professionally installed so as to effectively integrate them with the design of the structure and maximize concealment. As a general rule solar collectors should be installed only on that portion of the roof not visible from the street. All piping should be concealed as much as possible. The color of solar panels or screen should match that of the residence. The mullion design of panels should be compatible with the existing windows

**SPRINKLER SYSTEMS:** In ground sprinkler systems may be installed without pre-approval. Care should be exercised to ensure coverage remains within the property lines.

**STORM AND SCREEN DOORS:** Storm doors and screen doors including such types as Store-in-Door, security, thermal, and full view are permitted. The colors of such door should be compatible with the exterior colors of the residence.

**TREE REMOVAL:** Dead trees within property lines may be removed without pre-approval. For safety reasons dead trees should be removed in a timely manner. Live trees with trunks in excess of six (6) inches in diameter as measured 54" above grade may be removed from private property so long as there is a valid reason for removal and the Architectural Control Committee has granted approval. Valid reasons include, but are not limited to: disease or damage, safety concerns, too large for space, invasive roots. Removal of trees from easements controlled by SJWD must be done in accordance with SJWD policies.

**VEHICLE STORAGE:** Vehicles such as cars, light trucks, or motorcycles used as every day transportation should be stored in the garage when not in use. Untagged and/or inoperable vehicles should be parked in a garage or other structure so that they are not visible to neighboring residents. Larger recreational vehicles such as Class A, Class C or mini motor homes kept on private property should be stored within a fenced area when not in use and not viewable from the road. A recreational vehicle such as a truck-mounted camper may be parked in the driveway or side pad if it is used as every day transportation. Large trucks, buses or other commercial vehicles may not be kept on private property within the Carshalton community unless express, written permission to do so has been given by the HOA Board of Directors or Architectural Control Committee.

**WELLS:** Underground wells are permitted for irrigation purposes only and may not be connected to any source of domestic water, metered or otherwise, from sources beyond the property boundaries. Lakefront lots may install a pump to draw water from Lyman Lake for irrigation purposes with permission from SJWD. Wells and pumps should be located so as to minimize visual and noise impact on adjacent properties. Wires and cables, such as those intended for telephone, radio or television reception should be buried or otherwise hidden. Cables that need to run up the side of a structure toward the roof should be secured flush with the side of the residence and painted the same color as the background.

**YARD/GARAGE SALES:** As a general guidelines, homeowners should conduct no more than two (2) private yard or garage sales per year. Sales should be held during daylight hours only and should not last more than two (2) consecutive days. A sign advertising the sale should be posted no sooner than forty-eight (48) hours prior to the start of the sale and must be removed within twenty-four (24) hours following its completion. One sign of an appropriate size is permitted

and must be posted only upon the premises hosting the sale. Additional signs, or posting signs in any common area, are not permitted unless the Architectural Control Committee has granted permission.

**APPENDIX A  
NEW CONSTRUCTION/RENOVATION  
ARCHITECTURAL CONTROL COMMITTEE (ACC) SUBMITTAL FORM**

Property Owner \_\_\_\_\_

Property Address \_\_\_\_\_ Lot # \_\_\_\_\_

Owner's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Builder/Contractor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Purpose of Submittal: \_\_\_\_\_

New Construction \_\_\_\_\_ Addition \_\_\_\_\_ Fence \_\_\_\_\_ Pool \_\_\_\_\_ Other \_\_\_\_\_

If new construction, has this design already been built in Carshalton? \_\_\_\_\_

e.g. Change house, trim, roof color, install additional hardscape such as a patio

Please describe "Other" \_\_\_\_\_

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If applicable to intended work, please provide the following:

Roof:

Manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Sample, brochure or web link provided \_\_\_\_\_

Primary Siding:

Manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Sample, brochure or web link provided \_\_\_\_\_

Will accents such as board and batten, stucco, shakes or siding shingles be used? \_\_\_\_\_

Manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Sample, brochure or web link provided \_\_\_\_\_

Stone or Brick Accents:

Manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Sample, brochure or web link provided \_\_\_\_\_

Windows:

Manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Sample, brochure or web link provided \_\_\_\_\_

Front Entry Door:

Manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Material/Color \_\_\_\_\_

Sample, brochure or web link provided \_\_\_\_\_

Garage Doors:

Manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Material/Color \_\_\_\_\_

Sample, brochure or web link provided \_\_\_\_\_

Paint Colors:

Main Body Color \_\_\_\_\_ Manufacturer \_\_\_\_\_

Paint number \_\_\_\_\_ Sheen \_\_\_\_\_

First Trim Color \_\_\_\_\_ Manufacturer \_\_\_\_\_

Paint number \_\_\_\_\_ Sheen \_\_\_\_\_

Second Trim Color \_\_\_\_\_ Manufacturer \_\_\_\_\_

Paint number \_\_\_\_\_ Sheen \_\_\_\_\_

Accent Color \_\_\_\_\_ Manufacturer \_\_\_\_\_

Paint number \_\_\_\_\_ Sheen \_\_\_\_\_

Garage Door Color \_\_\_\_\_ Manufacturer \_\_\_\_\_

Paint number \_\_\_\_\_ Sheen \_\_\_\_\_

Please provide manufacturer samples for each of the above colors.

Fence:

Style \_\_\_\_\_ Materials \_\_\_\_\_ Height \_\_\_\_\_ Color \_\_\_\_\_

Sample, brochure or web link provided \_\_\_\_\_

Pool:

Provide a drawing of the plan on the property, including new landscaping being installed. Please complete the "Fence" section above as part of the submittal.

Other:

Please provide on an attached page a description of the work to be done with supporting samples, manufacturer, web link, etc.

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For new construction, please provide with your submittal two sets of scale plans that include floor plans for all levels as well as all elevations. A landscape plan must be submitted prior to approval. Only a complete submittal can be considered for approval. The ACC, if requested, may

provide non-binding guidance to a builder or property owner for construction being considered. Please understand the ACC will review your submittal as quickly as possible, but allow up to 30 days. The builder or owner should not start construction until final approval is provided. The ACC may at its discretion request our architect to review your submittal for conformity to neighborhood standards. There will be a \$200 fee for this review, which is paid with your submittal.

**NOTE: Only a complete submittal can be considered for approval.**

For new construction, please provide with your submittal two sets of scale plans that include:

**A dimensioned Site Plan indicating:**

- property lines, setbacks and easements
- Lake Lyman boundary if waterfront lot
- dimensions from building edges to property setback lines
- Driveways, sidewalks, walkways
- Swimming pools, decks, patios
- Existing tree locations and sizes 6" caliper and greater
- intended stormwater drainage route
- Fences and/or walls
- Mechanical equipment location

**Floor plans for all levels indicating:**

- all exterior building dimensions
- location of all doors and windows

**4 Building Elevations indicating:**

- all exterior materials
- dimension from grade to top of highest roof element

**Security Deposit**

A \$500 security deposit is required at the time of plan submittal. The deposit will be used to restore public and common areas back to original conditions before construction or to pay fines levied during construction. For example, the deposit will be used to correct any damage to roads, curbs, sidewalks, and, utilities caused during construction or to pay fines. The security deposit may also be used to clean excessive dirt from the roads and pick up litter. A \$50 administrative fee will be added if any restorative work must be done. Unused deposit money will be returned to the property owner.

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Property owner signature

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Builder signature

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**FOR OFFICE USE ONLY**

Received by the ACC \_\_\_\_\_

ACC Comments: \_\_\_\_\_

\_\_\_\_\_

Approved\_\_\_\_ Not Approved\_\_\_\_

ACC Member \_\_\_\_\_ Date \_\_\_\_\_

ACC Member \_\_\_\_\_ Date \_\_\_\_\_

ACC Member \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX B: TYPICAL FEATURES FOR EUROPEAN COTTAGE STYLE HOMES**

- Stone, Brick and cement fiber siding and trim
- Earth tone color palette for exterior materials. Bright colors and cool grays/blues are discouraged
- Double hung windows, preferably divided in a cottage style. Undivided windows are not permitted. Prairie style divides are discouraged.
- A blend of exterior materials, with a preferred limit of three siding materials including stone, brick, shingles, lap siding, board and batten
- Window shutters



- Sodded yard
- Gutters and Downspouts
- 30 year minimum Architectural Shingle Roofing
- Minimum 10/12 pitch on major roof elements, with lower slopes permitted on minor roof elements
- Stained wood Front Door
- Painted, Trimmed Garage Doors
- Coach Lighting at Garage
- Concrete Driveway and Walkways, paver detailing is encouraged
- Synthetic decking such as Trex or Timbertech
- Landscaping – Heavily planted with sod and irrigation
- Two or three Car Garage
- Steep Roof Lines with Multiple Gables
- Decorative Arches
- Roof Dormers with windows
- Standing seam metal or copper bay roofs
- Prominent Brick or Stone Chimney
- Arched Entryways

The following photographs depict successful examples of the European Cottage Style:



STONE SIDING  
DIVIDED WINDOWS  
WINDOW SHUTTERS  
METAL ROOF ACCENT  
ARCHED HEAD OPENING  
PANEL GARAGE DOORS  
CONCRETE DRIVE



STONE SIDING  
DIVIDED WINDOWS  
WINDOW SHUTTERS  
METAL ROOF ACCENT  
DECORATIVE LIGHTING  
STONE COLUMN BASES  
PANEL GARAGE DOORS  
LANDSCAPE AROUND PERIMETER



TIMBER GABLE ACCENTS  
 WINDOW SHUTTERS  
 STONE SIDING  
 BAY WINDOW  
 CUSTOM WOOD ENTRY  
 DOOR  
 LANDSCAPING AROUND  
 PERIMETER



STONE SIDING  
 DIVIDED WINDOWS  
 DECORATIVE LOUVER  
 VENTS  
 ARCHED HEAD WINDOWS  
 BAY WINDOW  
 SIDING COMBINATION  
 LANDSCAPING AROUND  
 PERIMETER  
 CONCRETE DRIVE

## APPENDIX C: FEE AND FINE SCHEDULE

Infractions of the Guidelines will result in the following enforcement actions by the HOA:

	First Notice		2nd Notic e		3rd Notice		4th Notice		Subsequ ent Notices
Property alterations and/or improvements made without ACC approval	Warnin g Letter	<b>a</b>	\$500	<b>b</b>	\$1,000 month ly		-		-
Repair and upkeep of property	Warnin g Letter	<b>a</b>	\$25	<b>b</b>	\$50	<b>b</b>	\$100 monthl y		-
Parking violations in excess of two days/48 hours (including, but not limited to, storing any recreational vehicles, trailers, commercial vehicles, boats, motorcycles, parking on unpaved surfaces, and overnight parking on streets)	Warnin g Letter	<b>c</b>	\$25	<b>c</b>	\$50	<b>c</b>	\$50	<b>c</b>	\$50/each
Garbage cans improperly stored	Warnin g Letter	<b>c</b>	\$10	<b>c</b>	\$25	<b>c</b>	\$25	<b>c</b>	\$25/each
Placement and release of liens (in addition to underlying debt)	\$50								
Failure to mow undeveloped lot on schedule (in addition to off schedule mowing charge)	\$50/ event								



All other minor violations (those involving only the homeowner)	Warning Letter	d	\$25	d	\$50	d	\$50	d	\$50/each
All other significant violations (those affecting the safety or aesthetics of the community)	Warning Letter	d	\$25	d	\$50	d	\$100	d	\$100/each

**NOTE: The notice count is based on 12 months from the date of the initial violation.**

**Compliance Timeframes:**

- a** - 20 day compliance period unless otherwise stated in letter
- b** - 30 day compliance period unless otherwise stated in letter
- c** - immediate compliance required
- d** - compliance timeframe will be stated in letter

**APPENDIX D: NEW HOME CONTRACTOR CHECK LIST FOR CONSTRUCTION SITE**

- Approved ACC submittal documents on site at all times
- Dumpster located on property (NOT STREET)
- Portable restroom
- Silt screen, if necessary
- ACC must approve any changes made from original approval
- Contractor must keep construction site and street clean. Truck tires should be free of mud prior to leaving jobsite.
- No concrete will be left on any adjoining lots.
- Concrete washout to be removed ASAP

- Excessive noise, loud music, vulgarity will not be tolerated.
- Any type of burning must be preapproved by the ACC.
- Sidewalk plans if needed.